

**SOUTHEASTERN UTAH ASSOCIATION OF LOCAL GOVERNMENTS
RATING AND RANKING POLICIES
PROGRAM YEAR 2007/2008**

ALLOCATION POLICIES: The following set-asides are established for the 2007/2008 funding year.

■ 12% of the total District Allocation will be set-aside for housing specific projects. These projects may include the purchase of land and infrastructure development for new housing project, i.e., Crown, CHAMP projects, rehabilitation of existing housing, development of emergency and transitional housing, 1st time home buyer programs, individual sewer and water lateral installations, etc. General community development projects (i.e., sidewalk, curb & gutter, community or citywide sewer/water projects, etc.) are not eligible for funding under this set-aside, even if such projects provide direct benefit to existing housing quality. Projects to provide support services (i.e. daycare centers, conference rooms, office space, etc.) for housing programs are not eligible for application under the housing set-aside

■ *\$36,500 will be set-aside to fund the following district-wide programs operated by the So. Ea. Utah Association of Governments: 1. Revolving Loan Fund Programs, 2. Provide technical assistance to small businesses regarding business development resources, financing, and other information.

■ *\$80,000 will be set-aside to fund the following district-wide housing rehabilitation programs operated by the Southeastern Utah Association of local Governments: 1. \$50,000 for the District's CDBG Housing Repair Program. 2. \$30,000 for the operation of the District's housing rehabilitation programs funded by CDBG, HOME, RCED, State Critical Housing Needs, Olene Walker Housing Loan Fund, etc., by providing loan underwriting services and housing rehabilitation-repair technical assistance directly to clients and to other entities or agencies providing services to low income persons. 3. Operate the lead-based paint evaluation program for the district's housing rehabilitation activities, weatherization programs, and other agencies that serve low-income clients with housing and rehabilitation services. 4. Provide technical assistance to the district's homeless and affordable housing committees, and other agencies that serve low-income residents, for program development and funding opportunities.

■ \$40,000 will be set-aside to fund the district-wide planning and project development activities operated by the Southeastern Utah Association of Local Governments: 1. Production (including compiling data) of the District's required Consolidated Plan. 2. Production (including compiling data) of the economic development component of the District's required Consolidated Plan and the District's Comprehensive Economic Development Strategy (CEDs). 3. Coordinate planning activities and efforts with the district's economic development practioners, chambers or commerce, travel councils, and the Southeastern Utah Economic Development District board; 4. Coordinate planning activities and efforts with the district's homeless coordinating committees, agencies providing services to person with disabilities, district housing authorities, and other non-profit and special service district agencies that serve low-income clients. 5. Provide technical assistance to the district's CDBG grantees to ensure the successful completion of their projects.

■ \$50,000 will be set aside for a project(s) directly related to the development and/or reconstruction of a new food bank facility in Castle Dale. This set-aside may be used for fixtures, shelving, and equipment (i.e. walk-in freezer, storage shelves, pallet jacks, etc.)

■ The remaining funds will be allocated on a county-by-county basis using the following formula (amounts are samples only).

DISTRICT ALLOCATION	\$525,000
Less Housing Set-Aside -12%	63,000
Less ALG Economic T/A	36,500
Less ALG CD/Housing T/A	80,000
Less ALG Planning	40,000
Less Food Bank Set-Aside	50,000
Less County Base: 4x\$25,000	100,000
Total Deductions	279,500
AVAILABLE FOR ALLOCATION	245,500

POPULATION SHARES	PER CAPITA	
POPULATION X PER CAPITA	\$4.633	
CARBON	19437	90,045
EMERY	10711	49,619
GRAND	8743	40,501
SAN JUAN	14104	65,335
TOTAL	52995	245,500

TOTAL ALLOCATION BY COUNTY =
\$25,000 BASE + POPULATION SHARE

CARBON	115,045
EMERY	74,619
GRAND	65,501
SAN JUAN	<u>90,335</u>
TOTAL	345,500

The most current population numbers available from the Bureau of the Census or the Governor's Office of Budget and Planning will be used to determine each county's "population share."

■ Funds not awarded during rating and ranking (or that are returned afterwards) will be re-awarded as follows:

Within the county having the excess funds:

1. To the county's next highest ranked partially funded project.
2. To the county's next highest ranked un-funded project.
3. If it does not lower the project's ranking below an un/under funded project, an applicant can request the additional funds for the purpose of expanding its project. Requests will be considered according to the project's ranking - higher ranked projects will be awarded additional funds first.
4. If it does not lower the project's ranking below an un/under funded project, an applicant can request that its CDBG award be increased for the purpose of decreasing the amount of "local" funds. Requests will be considered according to the project's ranking - higher ranked projects will be considered first.
5. If there are still funds available the reallocation process listed above will be applied on a district-wide basis beginning first with projects that provide district-wide benefit, then housing set-aside projects, finally applications from the other three counties.

■ If after following the steps listed above, there are still un-awarded funds these monies will be "held" for the original county, to be added to the next year's allocation.

■ If, after following the steps listed above, all the funds are spent, the next year's allocation to the county from which the excess funds originated will not be increased to "make up for funds lost" to that county this year.

■ The Board has the final recommendation for excess monies. In the event that a project could utilize the funds, but the project doesn't exactly meet the above guidelines (provided it is not ranked below another requesting project), the board reserves the right to award the funds as needed.

GENERAL POLICIES

1. All applications will be pre-rated by the Rating Advisory Committee. This committee will consist of:

SEUALG Executive Director
Economic/Community Development Director
Housing Rehab Coordinator
Community Services Program Manager

Two additional representatives from entities or organizations that aren't submitting an application

The Rating and Ranking Committee (RRC, consisting of the SEUALG Governing Board) will formally review the pre-rating, will rank the applications and award funding. The board may revise the ratings assigned to an application by the advisory committee if it finds the points were not given according to the criteria, or if it is aware of facts about the project which were unknown at the time of pre-rating and which would change the rating given. Results of the pre-rating process will not be made public or released to any applicant until after the formal RRC review has been completed.

2. If the RRC is aware of facts about a project or application which were unknown at the time of application or pre-rating, and make the project ineligible, the RRC may reject the assigned ratings and deny any ranking at all to the application.

3. Because of continued funding cuts, applications for multi-year funding will not be accepted for projects from the regular county allocations or the housing set-aside allocation.

4. Applications for less than \$30,000 in CDBG funding will not be accepted.

5. In order to be eligible to receive new funding, a grantee/sub-grantee must have drawn down at least 50 percent of their previous year's CDBG grant funds at the time of regional rating and ranking.

6. Applications that indicate that additional non-CDBG monies will be used to fund the project will not be given points for the additional funding unless the applicant provides detailed documentation that the additional funding is committed and available in the amount needed. If (after rating and ranking) the additional funding becomes unavailable, the project must be re-ranked. The new ranking may place the project below another un-funded or partially funded project. In this case the CDBG grant award must be withdrawn and awarded to the next highest eligible applicant.

7. An entity may submit more than one application (including applications for sub-recipients). The applying entity must prioritize the multiple applications. At the Rating and Ranking meeting the application with the highest priority will be rated and ranked against all other applications of the same priority in the county. If the first application is funded then no other applications from that entity will be rated and ranked unless there is money left after all "first priority" applications in the county have been funded.

8. Applications on behalf of sub-recipients (i.e., special service districts, nonprofit organization, etc.) are encouraged. However, the applicant city or county must understand that even if they name the sub-recipient as project manager the city/county is still responsible for the project's viability and program compliance. The applying entity must be willing to maintain an active oversight of both the project and the sub-recipient's contract performance. An inter-local agreement between the applicant entity and the sub-recipient must accompany the pre-application. The inter-local agreement must detail who will be the project manager and how the sponsoring entity and sub-recipient will coordinate work on the project. A letter from the governing board of the sub-recipient requesting the sponsorship of the project must accompany the pre-application. This letter must be signed by the board chairperson.

Public service providers, traditionally non-profit organizations, are encouraged to apply for CDBG funds for capital improvements and major equipment purchases. Examples are delivery trucks, furnishings, fixtures, computer equipment, construction, remodeling and facility expansion. State policy prohibits the use of CDBG funds for operating and maintenance expenses. This includes paying administrative costs, salaries, etc. No more than 15 percent of the state's yearly allocation of funds may be expended for public service activities.

9. A copy of the sub-recipients By-Law's, Articles of Incorporation, and 501(c)x certification must accompany the pre-application. Sub-recipients that don't yet have these documents are not eligible for sponsorship.

10. For sub-recipient applications, points awarded for "per capita revenue" will be based on the **Sub-Recipient's** financial status. Documentation (financial statements and audits) must be provided with the pre-application showing revenues, expenses and number of persons served. This financial information must be for the entire sub-recipient organization, not just for the particular project.

11. Documents proving ownership must accompany pre-applications for projects involving real property. If the property is mortgaged, documents detailing terms of the mortgage, balance due and maturity date of the loan must accompany the pre-application

12. Projects must be consistent with the District's Consolidated Plan. The project must be included on the prioritized capital improvements list that the entity submitted for inclusion in the Consolidated Plan. A copy of the current Consolidated Plan can downloaded from: <http://www.seualg.dst.ut.us> (SEUALG Programs and Services button)

13. Economic/business development projects (where funds will be lent/granted to start or expand a business) are required to include with the pre-application: financial statements, business plans, pro-forma reports, financing strategies, etc. The project will be evaluated by the Revolving Loan Fund Manager and a feasibility report will be prepared for the RRC's use in considering the project for funding.

Entities considering such a project should contact the ALG before beginning the pre-application to obtain the necessary forms and technical assistance.

14. All projects must demonstrate "maturity", i.e. is the project feasible as presented; can it be completed with the funding available, is there funding for ongoing operating costs? For construction projects, the applicant must consider if there is a title or ownership question; will this project require property acquisition; exceptional engineering or design work; 'sole source' protection? For planning projects-does the entity have a reasonable time-line for completing the project once the planning has been completed? Pre-applications that cannot document project maturity will not be rated and ranked.

15. All eligible applications will automatically receive the following points:

National Objective = Limited Clientele (100%)Low Income	3 points
National Objective = Surveyed (51% +) Low Income	2 points
National Objective = Urgent Health, Welfare	1 point
National Objective = Elimination of Slum and Blight	0 points

16. All eligible applications will automatically receive one point for participation at any level in a Quality Growth Planning Program.

17. Applicants will be required to demonstrate how their project provides direct benefit to low-income residents. When applicants are choosing a project, they should consider which of their prioritized projects best lend themselves to this outcome based performance measurement requirement. These descriptions/explanations should be included in the project narrative section.

**SOUTHEASTERN UTAH ASSOCIATION OF LOCAL GOVERNMENTS
RATING AND RANKING WORKSHEET**

COUNTY: _____ TOTAL SCORE: _____ RANKING: _____

APPLICANT NAME: _____

PROJECT DESCRIPTION: _____

CDBG FUNDS REQUESTED: _____

OTHER FUNDS COMMITTED: _____

LOW INCOME PERCENTAGE: _____ NO. OF PERSONS: _____

VERY LOW INCOME PERCENTAGE: _____ NO. OF PERSONS: _____

AUTOMATIC POINTS: _____

**THE APPLICANT (OR SUB-RECIPIENT) HAS NOT HAD
ANY PROJECT FUNDED IN PREVIOUS YEARS (4 POINTS)**

POINTS: _____

Received a grant in the last funding year	=	0 points
1 prior funding cycle	=	1 point
2 prior funding cycles	=	2 points
3 prior funding cycles	=	3 points
4 or more prior funding cycles	=	4 points

**THIS PROJECT HAS BEEN SUBMITTED IN PREVIOUS
YEARS BUT NOT FUNDED AND THE APPLICANT/SUB-RECIPIENT
HAS HAD NO OTHER PROJECTS FUNDED (3 POINTS)**

POINTS: _____

no prior funding cycles	=	0 points
1 prior funding cycle	=	1 point
2 prior funding cycles	=	2 points
3 prior funding cycles	=	3 points

**HAS THE APPLICANT PROVIDED EVIDENCE
OF SPECIFIC CONTACT TO SPECIAL INTEREST
GROUPS (I.E. DISABLED, ELDERLY,
NON-PROFIT ORGANIZATIONS, ETC.) (2 POINTS)**

POINTS: _____

Yes	=	2 points
No	=	0 points

**TOTAL NUMBER OF PEOPLE DIRECTLY
BENEFITTING FROM THE PROJECT (7 POINTS)**

POINTS: _____

More than 50% of the entity	=	7 points
25% to 50% of the entity	=	5 points
10% to 24% of the entity	=	3 point
less than 10% of the entity	=	1 point

LOW INCOME DIRECT BENEFICIARIES (10 POINTS)**POINTS:** _____

100% = 10 points	80-99% = 7 points
65-79% = 5 points	51-64% = 3 points

VERY LOW INCOME DIRECT BENEFIT - 50% OR LESS THAN MEDIAN INCOME (12 POINTS)**POINTS:** _____

100% = 12 points	80-99% = 9 points
65-79% = 6 points	51-64% = 3 points
40-50% = 1 point	less than 40% = 0 points

EXTREMELY LOW INCOME DIRECT BENEFIT- 30% OR LESS THAN MEDIAN INCOME (15 POINTS)**POINTS:** _____

100% = 15 points	80-99% = 12 points
65-79% = 9 points	51-64% = 6 points
40-50% = 3 points	30-40% = 1 point
less than 30% = 0 points	

JOBS CREATED/RETAINED (22 POINTS)**POINTS:** _____

These jobs must be for Low/Moderate income persons. Entity must provide documentation with application. No points are awarded for temporary/construction jobs. Only permanent full-time equivalent positions will be awarded points.

1 - 3 permanent jobs	=	5 points
4 - 7 permanent jobs	=	8 points
8 - 10 permanent jobs	=	12 points
10 - 15 permanent jobs	=	18 points
15+ Permanent jobs	=	22 points

CREATION/IMPROVEMENT OF PERMANENT DISTRICT HOUSING (25 POINTS)**POINTS:** _____

Direct improvement/rehabilitation (including ADA rehabilitation) and construction of permanent housing: includes infrastructure development for an LMI housing project (not a capital improvement project in a 51%+ LMI neighborhood). Mixed (permanent and transitional) projects will be ranked according to which type of unit is a higher percentage. If at least 51% of the units are permanent the whole project will be ranked as permanent. Projects eligible for the housing points are those that directly benefit the living quarters of households meeting the HUD income guidelines. Projects to acquire land and/or the development of necessary infrastructure (water, sewer, and roads, but not curb-gutter, landscaping, recreation areas, etc.) as part of a **new** affordable and/or limited clientele housing development are eligible for this set-aside. *Projects which could be considered as general maintenance of properties owned by PHA's, housing development agencies, and shelter/transitional housing organizations are discouraged.* Projects applying for the county allocation will be rated according to this criteria. Projects applying for the housing set-aside will be rated according to the Housing Set-Aside Policies

1 - 3 housing units	=	7 points
4 - 7 housing units	=	12 points
8 - 10 housing units	=	17 points
10- 15 housing units	=	22 points
15+ housing units	=	25 points

**CREATION/IMPROVEMENT
OF TEMPORARY DISTRICT HOUSING (20 POINTS)**

POINTS: _____

Projects that provide temporary housing (i.e. emergency shelters, group housing) will use average family size to convert the number of persons housed into "units". Example: if the shelter is designed to house 15 clients maximum, and the average family size for the county is 2.98, then points will be awarded for 5 units. Units used for permanent or residential staff will not be counted toward the total project units. Projects eligible for points from this criteria are those that directly benefit the living quarters of persons meeting the HUD income guidelines, . Projects to acquire land and/or the development of necessary infrastructure (water, sewer, and roads, but not curb-gutter, landscaping, recreation areas, etc.) as part of a new affordable and/or limited clientele housing development are eligible for this set-aside. *Projects which could be considered as general maintenance of properties owned by PHA's, housing development agencies, and shelter/transitional housing organizations are discouraged.* Projects applying for the county allocation funds will be rated according this criteria. Projects applying for the Housing Set-Aside funds will be rated according to the Housing Set-Aside Policies

1 - 5 housing units	=	5 points
6 - 10 housing units	=	9 points
11 - 15 housing unit	=	12 points
16- 20 housing unit	=	18 points
20+ housing units	=	20 points

AFFORDABLE HOUSING PLAN COMPLIANCE (2 POINTS)

POINTS: _____

House Bill 295 requires all cities and counties to address the problems associated with the availability of affordable housing in their community's plans. Applications received from communities and counties who have complied with HB 295 by the preparation and adoption of a plan, and who are applying for a project that is intended to address some element of that plan will be give **TWO** additional points. Applicant is required to submit their latest plan along with documentation of how the project addresses an issued identified in the plan

**PROJECT THAT DIRECTLY ENHANCE THE DELIVERY OF ESSENTIAL
PUBLIC FACILITIES (18 POINTS)**

POINTS: _____

Only one item may be checked. The project must be directly related to providing the indicated services. Projects that are not directly related to providing the service, i.e. landscaping of public safety building or computer equipment for the staff of a daycare center will be awarded one point.

Water Supply/Quality:	=	18 points
Sewage Treatment:	=	14 points
Medical Services Facilities (including fixtures and equipment):	=	12 points
Fire Protection Facilities (including fixtures and equipment):	=	10 points
Human Services Facilities (daycare centers, senior centers, food banks fixtures and equipment for emergency, supportive or transitional housing, etc., senior centers, community centers, etc.):	=	8 points
ADA Compliance/Access:	=	6 points
Recreation Facilities (playgrounds, play equipment, pavilions, restrooms, sports courts, fair and rodeo facilities, etc.)	=	4 points
Public Facilities (sidewalks, curb/gutter, street signs)	=	2 points

OTHER FUNDING PROVIDED TO COMPLETE PROJECT (10 POINTS)**POINTS:** _____

Documentation of secured funding must accompany the application. Points will not be awarded unless other funding is already guaranteed.

1-10% = 1 point	31-40% = 4 points	61-70% = 7 points
11-20% = 2 points	41-50% = 5 points	71-80% = 8 points
21-30% = 3 points	51-60% = 6 points	81-90% = 9 points
		over 90% = 10 points

PER CAPITA REVENUE 5 POINTS)*POINTS:** _____

The SEUALG will fill in the information necessary for this rating based on the information contained the most current audit, budget or other financial reports filed with the Utah State Auditor, or from financial information provided by the sub-recipient. The application from the entity with the lowest per capita revenue will be awarded 5 points. Variable points will be awarded other applications based on scaling from the highest rated project down.

$$\frac{\text{Total Revenue (Reports filed with the Utah State Auditor / 2000)}}{\text{Census or update}} = \text{Per Capita Revenue}$$

*The sub recipient agency is responsible for providing documented financial information and number of clients/customers served so that a reasonable determination of "per capita revenue" can be made.

ABILITY OF GRANTEE TO ADMINISTER GRANT (6 POINTS)**POINTS:** _____

Certified Project Manager	=	6 points
Project Manger with excellent history	=	5 points
First time-applying entity as Project Mgr..	=	4 points
First time sub-recipient as project manager	=	3 points
Project manager/entity with poor history (information provided by State staff)	=	2 points